PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Research Staff** **Date:** June 16, 1997

(2137)

From: **Jeff Sampson / LIMS Task Force**

Subject: **Laboratory Survey**

As discussed at the Research Staff Meeting on May 20, 1997, the LIMS Task force is preparing to move forward with the design phase for the LIMS system specifications. Attached please find a list of the laboratories which we anticipate involving in this process. Please review the list for your particular area to determine if these are the appropriate laboratories and make any additions or deletions as necessary. Also, please provide the names of the contact people in each lab who you would like to be involved in the focus group meetings. We anticipate having our consultant visit the laboratories to get a better understanding of our workflow, instrumentation and processes. Please indicate on the list any laboratories that you feel should not be toured by the consultant.

Please return the completed survey to me (B-225) no later than Monday, June 30.

The LIMS Task Force is willing to make presentations to your groups to explain our project and the information we hope to gather from the focus groups. If you would like to schedule a presentation, or if you have any questions, please call me at x-2137.

Thank you in advance for your cooperation with this important project.

Research Staff:
R. Adkins
E. Carmines
K. Cox
R. Cox
B. Dwyer
B. Fenner
B. Ferguson
H. Grubbs
W. Hempfling
R. Kinser
K. Koller
J. Lewis
K. Podraza
R. Solana

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